

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services
<b>Position Title:</b>	Intake/On Call Worker	<b>Pay Grade:</b>	8
		<b>FLSA:</b>	Non-exempt
<b>Date:</b>	February 2015	<b>Reports To:</b>	CPS & Juvenile Justice Intake Supervisor

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### **Purpose of Position**

The purpose of this position is to provide diagnosis, assessment, case planning, treatment, protection and case management services to child and/or adult clients including, but not limited to, persons with developmental disabilities, mentally ill (Emergency Mental Health), chronically mentally ill, alcohol and other drug abusers, criminals, delinquents and status offenders, physically disabled, children in need of protection or services, and the elderly.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs ED assessments/Suicide Risk assessments, Emergency Mental Health Services, elder abuse investigations and guardianships, adult protective placements and placement assessments. Determines and arranges child and adult protective placements and custody.
- Recommends placements, CHIPS petitions, informal dispositions, detentions, AODA assessments, guardianships and referrals.
- Performs juvenile intake inquiries. Prepares reports for CHIPS petitions, juvenile court petitions dispositions, juvenile hearings, placements, and other proceedings.
- Screens reports of child and elder abuse, documents disposition, and initiates referrals and follow-ups, as appropriate.
- Investigates neglect, sexual, emotional, and physical abuse allegations on children and elders. Determines need for further investigation including interviews and medical/psychological evaluations.
- Interviews victims, witnesses, parents, and perpetrators. Arranges interviews with police, schools, and families.
- Counsels families, victims, and witnesses, specifically crisis situations and serves as consumer advocate.
- Monitors, evaluates, adjusts, and records client's treatment goals progress. Assists clients in adhering to treatment plans including monitoring medications and arranging transportation.

- Collaborates with and/or provides consultation to police, schools and medical providers to coordinate interventions, treatment and/or case planning.
- Collaborates with Department staff regarding crisis situations, recommendations, protective placements, child custody decisions, detentions, AODA assessments, and guardianships.
- Testifies at court proceedings.
- Performs court-ordered home inspections.
- Educates consumers and community members regarding mental or physical illness, abuse, medications, and available community resources.
- Documents daily practices, consumer interactions, case planning, and outcomes.
- Maintains knowledge of current County policies, State Statutes, rules, and regulations.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as needed.
- Maintains confidentiality and complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Provides back-up assistance during a crisis at the Lueder Haus.
- Notary public.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's degree in Social Work or related field and a Licensed Professional Counselor, Licensed Independent Clinical Social Worker, or ability to obtain licensure within two years of hire or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Advanced training and/or experience with psychiatrist diagnostic categories, models of family therapy intervention, mental health, AODA, and/or abuse neglect investigation required. A valid motor vehicle operator's license or access to transportation required.

*Note: employees hired prior to 2/19/15 are grandfathered to meet minimum training and experience with a Bachelor's degree in Social Work or related field with five years professional experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.*

**Other Requirements**

**Training:**

- Emergency Mental Health training with required annual continuing education hours.
- Juvenile Court Intake Worker Training/Certification (JCIW)

**Work Environment:** Requires in-home visits which may have a history of violence and instability as well as possible unsafe living conditions, drug use and unsanitary conditions.

**Hours of Work:** This position covers the time after regular work hours: nights, weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date